



Office of the Secretary of State

Application for Employment

An Equal Opportunity Employer

If you have special needs as identified by the Americans With Disabilities Act of 1990 and need assistance with any phase of the application process or need this application provided in an alternative format, immediately notify the Personnel Office at (573) 751-2974. Reasonable attempts will be made to accommodate your needs.

Please Type or Print in Ink

IDENTIFICATION

Position applied for or desired: _____
Title or description

Last Name First Middle Social Security number

Address Street City State Zip

Phone: Work: _____ Home: _____ E-mail: _____

May we contact you at work? Yes _____ No _____

Have you ever been employed by the Office of the Secretary of State? Yes _____ No _____

If yes, name of supervisor and dates employed: _____

Other names in which employment, military or education records may be found: _____

When would you be able to start work? _____ Minimum salary expectation: _____ (optional)

For part-time employment, indicate hours available to work: _____

EDUCATION

Elementary / Secondary – check highest grade completed:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

College – check highest grade completed:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Do you have a high school diploma or equivalent? Yes _____ No _____

Please list all education beginning with high school and indicate any diplomas or degrees completed.

Name	Location	Course of Study	Degree/Diploma
High School	_____	_____	_____
Technical/Vocational School	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

If more space is needed, attach additional sheets of paper.

CERTIFICATES/LICENSES

List all valid professional licenses/registrations or certificates you hold which you feel are relevant to the position for which you are applying. Include the certification/registration number and expiration date. Copies of certificates/licenses must be attached.

SKILLS

What office equipment can you operate efficiently?

List software with which you are proficient:

Keyboarding Speed: _____ net wpm Shorthand Speed: _____ wpm Date of last test: _____

Name of administering organization: _____

EXPERIENCE RECORD—Paid and Volunteer. (If more space is needed, attach additional sheets of paper.)

Employer Employment dates _____ / _____ to _____ / _____
month year month year Beginning Ending
Salary Salary

Address (Street, City, State & Zip Code) May we contact for references? Yes _____ No _____

Title of position you held Name of Supervisor Supervisor's telephone number

Full-time _____ Part-time _____ Number of hours worked per week _____ Reason for leaving _____

Describe duties: _____

Employer Employment dates _____ / _____ to _____ / _____
month year month year Beginning Ending
Salary Salary

Address (Street, City, State & Zip Code) May we contact for references? Yes _____ No _____

Title of position you held Name of Supervisor Supervisor's telephone number

Full-time _____ Part-time _____ Number of hours worked per week _____ Reason for leaving _____

Describe duties: _____

Employer _____ Employment dates _____ / _____ to _____ / _____ / _____
month year month year Beginning Ending
Salary Salary

_____ May we contact for references? Yes _____ No _____
Address (Street, City, State & Zip Code)

_____ Title of position you held _____ Name of Supervisor _____ Supervisor's telephone number _____
Full-time _____ Part-time _____ Number of hours worked per week _____ Reason for leaving _____

Describe duties: _____

If more space is needed, attach additional sheets of paper.

PERSONAL DATA

Have you ever been convicted or pled guilty or nolo contendere to any felony? Yes _____ No _____
If yes, list all such cases in the "Remarks" section and in each case give:

1. The date, court, and county location;
2. The nature (type) of offense or violation (stealing, burglary, etc.);
3. The penalty imposed (disposition)

Conviction of a violation of the law is not an automatic bar to employment. Each case is considered on its individual merits; however, falsification of the application will result in disqualification. (Suspended execution of a sentence is a conviction.)

Are you authorized to work in the United States? Yes _____ No _____

Are you willing to travel if the position requires it? Yes _____ No _____

Remarks: _____

APPLICANT CERTIFICATION

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification as to a material fact, my application will be rejected and/or I will be terminated from my position.

X

ORIGINAL SIGNATURE

DATE

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize my previous employers or any educational institutions I have attended to release to the Secretary of State's authorized representative any information they may have regarding my character, academic record or employment history, whether on record or not. I also authorize any enforcement agency, or the Department of Revenue or other motor vehicle regulatory agency to allow any authorized representative of the Secretary of State to examine, copy or receive any records pertaining to me regarding convictions or driving record. By authorizing the above, I agree to hold harmless any individual, partnership, corporation, educational institution or agency, its officers, agents and employees from any liability for any damage whatsoever for issuing such information.

X

ORIGINAL SIGNATURE

DATE

OF NONDISCRIMINATION: The Office of the Secretary of State does not discriminate on the basis of race, sex, age, national origin, religion, disability, or status as a veteran of the Vietnam era. Any persons having inquiries concerning the Office of the Secretary of State's compliance with this nondiscrimination resolution is encouraged to contact the Office of the Secretary of State, Personnel Office, James C. Kirkpatrick State Information Center, PO Box 1767, Jefferson City, Missouri 65102-1767, (573) 751-2974.